

Figure 1

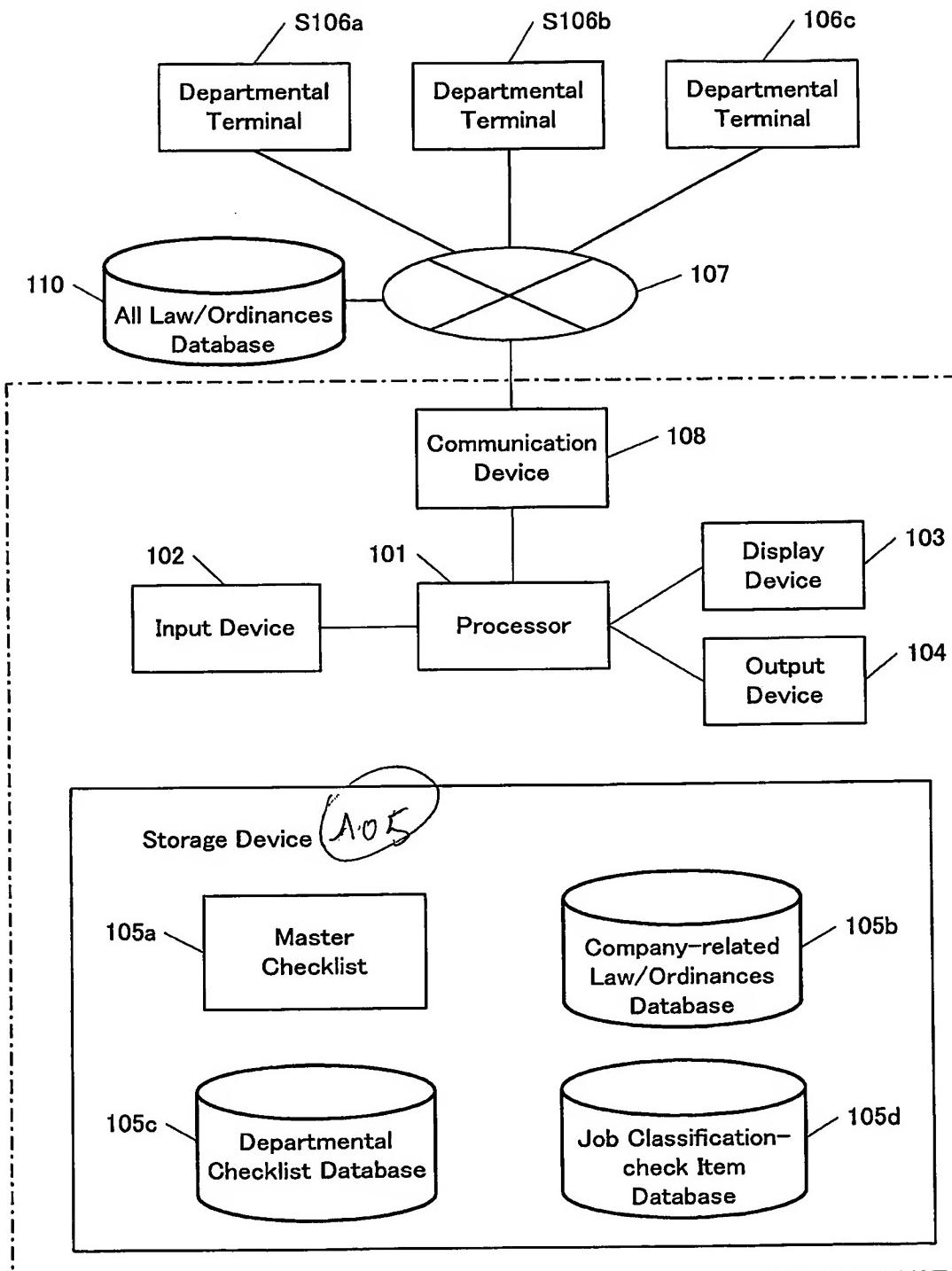


Figure 2

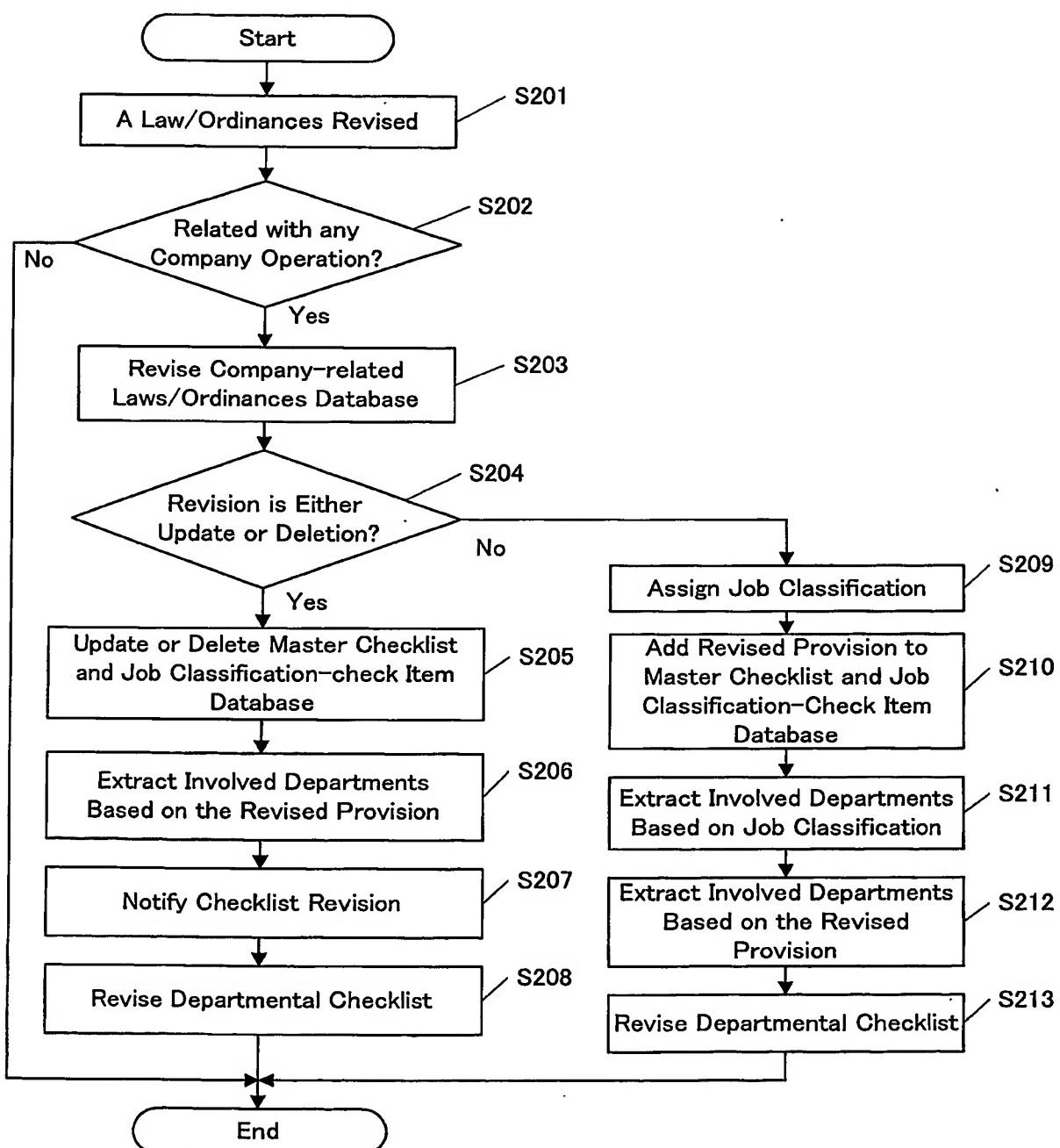


Figure 3

Areas	Intermed. Items	Minor Items	Check Points	Laws/ Ordinances etc.
1 Governance	Shareholders' Meeting	Are the resolutions of the shareholders' meeting complied with the laws/ ordinances?	Are such items as director election etc defined as the subjects to be resolved at the shareholders' meeting by Commercial Act or by the articles of incorporation resolved by the shareholders' meeting?	Section 10 of Commercial Act
1 Governance	Shareholders' meeting	Is the call of the shareholders' meeting resolved by the directors?	←	Section 231 of Commercial Act
1 Governance	Shareholders' meeting	Is the notice for calling the shareholders' meeting sent properly?	Is a notice of a shareholders' meeting sent to each stockholder in the list two weeks before the meeting?	Section 224-3 of Commercial Act, Section 232 of Commercial Act
1 Governance	Shareholders' meeting	Is the electromagnetic mailing procedure of the calling notice for the shareholders' meeting complied with the laws/ordinances?	Is the electromagnetic mailing procedure of the calling notice for the shareholders' meeting agreed on by the shareholders?	Section 232 of Commercial Act1 Governance
1 Governance	Shareholders' meeting	Is the content of the calling notice for the shareholders' meeting complied with the laws/ordinances?	When the resolution drafts include changes of the meeting purposes and/or the change of the incorporation articles, is the summary of the resolution drafts described in the calling notice for the shareholders' meeting?	Section 232 of Commercial Act
...
2 Compliance	accounting	Are the accounting books etc created justly?		
2 Compliance	accounting	Are the accounting books stored legally?	Are the accounting books and important materials related to the business stored for ten years?	Section 36-1, Section 293-6 of Commercial Act
2 Compliance	Laws and ordinances regarding the accounting	Is the company property legally evaluated?	Are the values of the property (current assets, fixed assets and money credits) to be described or recorded in the accounting books complied with the rules and special rules for the asset evaluation in accordance with the laws/ordinances?	Section 285 of Commercial Act
...

Figure 4

Job Class. Code	Class. Names	Areas	Intermediate Items	Minor Items	Checkpoints	Laws/ Ordinances etc
A01 All	2 Compliance	Securities and Exchange Act	Is the insider information used unjustly?	Do the directors, employees or the like who could know an important matter deal with the trade of the stocks before the public announcement?	Do you force a resigning employee to work 2 or more weeks against the employee's will?	Section 627 of Civil Act Section 2 of Unfair Competition Prevention Act
		Laws/Ordinances Regarding Labor Contract	Do you deal with the offering of the retirement justly?	Do you acquire the trade secret unjustly?	Do you acquire or use the trade secret although you know or can assume that the concerned trade secret has been acquired unfairly?	Section 2 of Unfair Competition Prevention Act
		Laws/Ordinances Regarding Intellectual Property	Do you use the trade secret acquired unfairly?	Is the signature/seal of the contract or the like the signature or seal of the proper one? Are the contracted items assessed properly?	Is the contract confirmed by the lawyer or the legal department if necessary?	Civil Act, Commercial Act
B01	3 Risk Management	Risk in the Contract for the Dealings	Antimonopoly Act	Do you unjustly apply any discriminatory treatment to a certain party?	For a purpose of excluding a certain party, do you apply a contract term (such as a payment condition) that may be more disadvantageous than the party?	Sect. 19 of Antimarry Act Unfair Trade – General Rule #3.#4
B01	Domestic and International Purchase/ Procurement	2 Compliance	Antimonopoly Act	Do you alone or with a third party refuse unjustly to deal with a certain party?	Do you refuse to deal with a certain party Who is doing discount sales or wants to participate in the field of your business in order to exclude that party? Do you cooperate with the competitors not to deal with a certain party?	Sect. 19 of Antimarry Act Unfair Trade General Rule #1, #2
S01	(Domestic) 4-wheel Vehicles Selling	Door-to-door Selling	Laws/Ordinances about Door-to-door Selling	Do you specifically tell the company name and the kind of the commodity you are going to sell to your customer at sales visit?	Do you specifically tell your name, the company name, the commodity/right/service you are going to sell to your customer at sales visit?	Section 3 of Special Trade Act
...	...	2 Compliance	Laws/Ordinances about Door-to-door Selling	When you receive a purchasing order, do you provide the customer with a written document describing the product?	When you make a sales visit and receive a purchasing order, do you immediately provide the customer with a written document describing the product?	Section 4 of Special Trade Act
...

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Dept. Code	Dept. Name	Job Class Codes	Class. Names	Areas	Intermediate Items	Minor Items	Checkpoints	Laws/ Ordinances etc	Check Result
10-02	Marketing Division, Marketing Dept.	A01	All	2Compliance	Securities and Exchange Act Labor Contract Intellectual Property	Is the insider information used unjustly? Do you handle resignation application properly? Do you acquire the trade secret unjustly?	Do the directors, employees having access to sensitive matter engage in stock trade before public announcement? Do you force resigning employee to work 2 or more weeks against the employee's will?	Securities and Exchange Act Section 627 of Civil Act	
				3 Risk Management	Risk in the Contract for the Dealings	signature/ seal of a contract legitimate?	Is a signature/ seal on the contract legitimate (of a proper representative of the other party)?	Section 2 of Unfair Competition Prevention Act Civil Act, Commercial Act	
				(Domestic) S01	Laws/ Ordinances Door-to-door Selling New 4-wheel Vehicles Selling	Contracted items assessed? Do you tell company name and commodity at sales visit?	Is the contract reviewed by a lawyer or the legal department if necessary? Do you specifically tell your name, the company name, the commodity/right/service you are going to sell to your customer at sales visit?	Section 3 of Special Trade Act Section 4 of Special Trade Act	
					...	At sales visit, do you provide a written document?	At sales visit, responsive to a purchasing order, do you immediately provide the customer with a written document on the purchase?	...	
						Do the directors, employees or the like who could know an important matter deal with the trade of the stocks before the public announcement?	Securities and Exchange Act
						Securities/ Exchange Act Labor Contract	Handle a resigning employee justly?	Do you force a resigning employee to still work 2 or more weeks against the employee's will?	Section 627 of Civil Act
					

Figure 5

Figure 6

Dept. Codes	Dept. Names	Job Class.	Job Classification/Description
10-01	Marketing Division, Marketing Development Center	A01	All
		S01	(Domestic) New 4-wheel Vehicles Selling
		S02	(Domestic) New 2-wheel Vehicles Selling
		S03	(Domestic) General-purpose Products Selling
		S04	(Domestic) Parts/Supplies Selling
		S05	(Domestic) Used Products Selling
		S06	(Domestic) Other Products Selling
		M21	Administration of Regular Employees
		M22	Administration of Non-regular Employees
10-02	Marketing Division, Marketing Department	A01	All
		S01	(Domestic) New 4-wheel Vehicles Selling
		S11	(Domestic) After-services
		S21	(Domestic) Rental/Lease
		S31	(Domestic) Selling Finance
		S41	(Domestic) Dealer Support
		S42	(Domestic) Distribution
		M21	Administration of Regular Employees
		M22	Administration of Non-regular Employees
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